

USAMEDDAC-JAPAN  
BG Crawford F. Sams USAHC

**PERIODIC HEALTH ASSESSMENTS (PHA) INSTRUCTIONS**

1. You are scheduled for a PHA on\_\_\_\_\_.
2. At least two weeks prior to your designated PHA date, download MDJ Form 1097, Periodic Health Assessment Questionnaire from the MEDDAC-J link from the USARJ website at [www.usarj.army.mil/organization/meddac](http://www.usarj.army.mil/organization/meddac)
3. Complete the demographics (top) portion and answer all the questions on MDJ Form 1097, Periodic Health Assessment Questionnaire, and submit the completed form to your unit's MEDPROS POC.
4. Your unit's MEDPROS POC will bring all the completed forms to the MEDDAC-J Physical Examinations clerk, Ms. Kiyomi Suzuki, in the Radiology Section, **NLT 5 business days prior to your PHA appointment**. This allows MEDDAC-J personnel to input information from the questionnaire into the electronic medical record system.
4. If you wear contact lenses, do not use them within 24-48 hours of your PHA appointment, wear eyeglasses instead. Contact lenses may cause some changes in your eyes which can affect the result of your eye examination.
5. If you were informed by your MEDPROS POC that you need to have bloodwork drawn, this must be done at least 5 days before your PHA date so that the results will be available on your PHA date. Some specimens require **fasting for at least 12 hours**. Your MEDPROS POC will let you know whether or not you need to fast for your test.
6. Bring the following to your PHA appointment:
  - a. Your medications or any over the counter medicines, herbal medicines, vitamins or food supplements
  - b. A copy of your Physical Profile
  - c. Your eyeglasses or a prescription for eyeglasses
7. Check-in at the MEDDAC-J Front Desk at 0800. The front desk personnel will issue you a PHA packet, your medical record and a PHA stations guide. Keep the packet and your medical record with you and proceed to the stations **that have been marked "NO GO"** on the checklist. Make sure personnel at each station check "GO" or indicate that you have gone through that station as you proceed.
8. Your last stop is PHA Station 10. At this station, MEDDAC-J personnel will check your PHA packet to make sure it is complete. They will retain your PHA packet and medical record. This is the end of the PHA process for this year.
9. If your provider advised you to obtain more laboratory or diagnostic tests, referred you to a specialist for further evaluation, or advised you to make a follow-up appointment, make sure you complete these as soon as possible.
10. According to a COS, US Army Memorandum dated 12 October 2006, PHA is now an annual requirement.
11. Next year, the PHA will be a birthmonth requirement, so you will have to repeat this process on your birthday in FY '08 and every year thereafter. Please call 263-4282 to schedule your PHA at least 2 months before your birthday.